



# **COUNTY OF LOS ANGELES PROBATION DEPARTMENT**

## **REQUEST FOR INFORMATION FOR ELECTRONIC MONITORING SERVICES AND EQUIPMENT**

**May 1, 2014**

**Prepared By  
County of Los Angeles**

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**RFI # 6401404**

**REQUEST FOR INFORMATION (RFI)  
ELECTRONIC MONITORING SERVICES AND EQUIPMENT**

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## **1.0 PURPOSE**

The County of Los Angeles Probation Department (PROBATION) is issuing this Request for Information (RFI) to obtain information from qualified firms regarding current technologies and new advancements in electronic monitoring services used in the supervision and tracking of individuals being supervised by the County of Los Angeles (COUNTY). The COUNTY is seeking information on the latest technological capabilities, including both hardware and software, for monitoring the whereabouts of different types of offenders.

This RFI is issued solely for information and planning purposes. It does not constitute a competitive solicitation or a promise to issue a competitive solicitation in the future. However, the COUNTY reserves the right to use the information gathered in response to the RFI to develop future solicitations. This RFI does not commit the COUNTY to contract for any services whatsoever. The COUNTY shall not be liable in any way or have any responsibility for any costs incurred in connection with the preparation, submittal, or presentation of any information, in response to this RFI.

The COUNTY reserves the right, at its sole discretion, to invite any responding vendors (RESPONDENTS) to this RFI to provide a non-competitive presentation. The presentation is intended for information gathering purposes only as part of this RFI process. In addition, there may be a functionality demonstration and testing component administered through a separate process. Respondents may be asked to supply a approximately six (6) of their hardware units so that the COUNTY can assess such things as ease of hook-up, size and weight, resistance to moisture, charging function and other factors to be considered in assessing the advantages of the particular hardware. The COUNTY may also require access to the software to assess such factors as user friendliness, range and type of information (e.g., battery level, tamper and/or shielding, availability of standard management reports, special enhancements such as crime scene correlation and any other desirable functionality).

## **2.0 BACKGROUND**

PROBATION currently uses Radio Frequency (RF) technology to monitor home detention and curfew conditions of probation. Global Positioning System (GPS) technology is utilized to track high risk adult offenders, both formal probation cases and prison releases. In general, the intent of the RF electronic monitoring is the reduction of incarceration costs, the enhancement of public safety, and the ability to have offenders maintain employment and family ties as therapeutic measures.

PROBATION currently has approximately 700 individuals being monitored with RF technology. Nearly 600 of these individuals are juveniles in the PROBATION's Community Detention Program (CDP). PROBATION's Pretrial Services Division has approximately 150 adults being monitored under court order.

PROBATION currently has approximately 400 individuals being monitored with GPS technology. This group includes sex offenders placed on probation, sex offenders released on parole and high risk-for-violence offenders, predominantly gang members and family violence cases.

### **3.0 RFI FORMAT AND INSTRUCTIONS**

#### **3.1 Response Format**

In order to facilitate the analysis of responses to this RFI, respondents shall prepare submissions in accordance with the instructions outlined below. Submissions shall provide a straightforward and concise description of the respondent's ability to submit information for electronic monitoring equipment and services.

**The content and sequence of information must be as follows:**

##### **A. Cover Page**

##### **B. Narrative**

- 1. Organizational Experience and Capability**
- 2. Functional and Technical Capability**
- 3. Other Features**
- 4. Implementation Methodology**
- 5. Pricing**

#### **3.2 Format Specifications**

##### **3.2.1 Cover Page**

The Cover Page must be on company letterhead, be brief and concise, and include the following:

1. Title must be "Response to County of Los Angeles Probation Department RFI "6401404";
2. Contact name, title, business and mailing addresses, telephone number, and email address;
3. Summary of firm's responses to RFI; and
4. Original signature of the authorized Officer of firm.

### **3.2.2 Narrative**

#### **1. Organizational Experience and Capability**

This must be a brief, non-technical executive overview of the company. At a minimum, it shall provide an overview of the company and the company's experience developing and implementing an electronic monitoring program.

The section shall also include a description of size of the company's operations, locations served and ability to handle the COUNTY's workload.

#### **2. Functional and Technical Capability**

This section should contain narrative responses describing the following:

- Experience as a recognized major provider of this type of system;
- The equipment's technical architecture, including but not limited to the following features:
  1. Capability to track a population of 500 to 1000 high risk offenders released from prison using active GPS technologies.
  2. Capability to monitor 700 to 1000 probationers utilizing RF technologies.
  3. Use of multiple technologies with GPS tracking (e.g., cellular technology, landline technology and/or any other enhancements of the GPS tracking).
  4. Use of combinations of GPS and RF technologies.
  5. Capability to switch between active and passive GPS.
  6. Use of multifunction devices that allow for communication between the offender and the officer and/or the vendor's monitoring operation.
  7. Information on capabilities of single unit versus multiple unit systems.

8. Multiple alert notifications in real time (e.g., tamper, shielding, loss of points, battery levels, etc.).
9. Information on battery charging times and duration of battery life after charging.
10. Information on hardware's resistance to moisture and other environmental factors.
11. Vendor's policy on replacement of malfunctioning equipment, damaged equipment and lost equipment, including timeframes and days (i.e., weekends and holidays).
12. GPS equipment that tracks in real time with one minute or less sampling and a ten minute or less delay in downloading points.
13. GPS equipment that allows for "pinging" to give position within one minute.
14. Technology that allows field deputies to view tracks on laptops, iPads, and/or cell phones.
15. System software that allows for the creation of multiple custom zones (e.g., exclusion zones, inclusion zones, informational zones) of various sizes and shapes.
16. Information on system capabilities for showing speed of travel, isolation of point clusters, automation of crime scene correlation, and any other enhancements that assist the user in identifying patterns.
17. Information on the availability of management reports (e.g., offenders by caseload, alerts by type, alerts by case, clearance of alerts, etc.). Vendor's capability to create custom reports as needed.
18. Options on management of alerts tracking and responses (e.g., vendor's response center manages certain types of alerts, all alerts go directly to the deputy and the deputy manages them). Vendor's ability and willingness to provide triage on alerts.
19. Options on installation of equipment (e.g., units are installed by the vendor; units are installed by the deputy, or a combination of these alternatives).
20. Days and hours of equipment installation on units installed by vendor.

21. Availability of days/timeframes to respond to requests for repair and parts replacement for inoperative equipment.
22. Availability of formal training (i.e., group presentations by vendor), including initial training and periodic updates.
23. Training that is specific to different user groups (e.g., deputies, managers, departmental IT personnel, etc.).
24. Availability of 24 hours a day, 7 days a week online support via phone and/or email.
25. Willingness of vendor to provide technical assistance on managing or developing various components involved in the system (e.g., advice on triage alerts, advice on types and use of management reports, etc.)
26. If COUNTY requests, how a presentation of electronic monitoring equipment would be arranged.

### **3. Other Features**

Describe and discuss any other features, services, options or considerations you believe would be beneficial in enhancing the COUNTY's electronic monitoring operation.

### **4. Pricing**

Describe and estimate your company's pricing per electronic monitoring unit, per day based on information provided and RESPONDENT's experience in providing similar services to large organizations.

## **3.3 RFI Questions**

Respondent(s) may submit written questions regarding this RFI by e-mail, only to the Contract Analyst identified below. All written questions must be received by **12:00 P.M. PT, Monday, May 12, 2014**. All questions, without identifying the submitting company will be compiled with the appropriate answers. Questions should be e-mailed to Contract Analyst, Tene Tate-Dickson at email: [tene.tate@probation.lacounty.gov](mailto:tene.tate@probation.lacounty.gov).

## **3.4 Submission Requirements**

Responses to this RFI may be delivered in person, sent via United States Postal Service or commercial express carriers. Responses to this RFI are due on or before **12:00 P.M. PT, Friday, June 6, 2014**.



Respondent(s) shall submit their response to RFI in a sealed package. The original, and ten (10) copies shall be submitted. The sealed package should be plainly marked in the upper left-hand corner with name and address of the Respondent and bear the words:

RFI for Electronic Monitoring Equipment and Services

RFI No. 6401404

This shall include responses in accordance with Format Specifications stated in Paragraph 3.2. The response(s) shall be delivered or mailed to:

**County of Los Angeles Probation Department  
Contracts and Grants Management Division  
9150 East Imperial Highway, Downey, CA 90242, Room B-62  
Attention: Contract Analyst, Tene Tate-Dickson**

### **3.5 County Responsibility**

This is a request for information only. It is issued solely for information and planning purposes. It does not constitute a Request for Proposals (RFP) or a promise to issue a RFP in the future. This RFI does not commit the COUNTY to contract for any services whatsoever. The COUNTY will not pay for any information or administrative costs incurred in the response to this RFI.

### **3.6 Notice to Respondents Regarding the Public Records Act**

Responses to this RFI shall become the exclusive property of the COUNTY. Responses to the RFI become a matter of public record, with the exception of those parts of each proposal which are justifiably defined as business or trade secrets, and, if by the proposer, plainly marked as "Trade Secrets", "Confidential", or "Proprietary" in nature.

The COUNTY shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the making of each page of the response to the RFI as confidential shall not be deemed sufficient notice of exception. The Respondent must specifically label only those provisions of their respective proposal which are "Trade Secrets", "Confidential", or "Proprietary" in nature.